

**COUNDON AND LEEHOLME COMMUNITY ASSOCIATION**  
**TRUSTEES ANNUAL REPORT APRIL 2024 TO MARCH 2025**

**Registered Charity 1155072**

**Administrative Details:**

The Charity address is Coundon and Leeholme Community Centre Leeholme Road,  
 Leeholme Co Durham DL14 8HN

The Charity currently has 5 trustees at the time of reporting:

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates Appointed</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Helen Hart	Chair	1/3/24	Existing Trustees
2				
3	Pam Hymas	Treasurer	1/2/24	Existing Trustees
4	Brenda Ambrose		22-6-23	Existing Trustees
5	Nicola Warburton		22-6-23	Existing Trustees
	Patricia Clarey	Secretary	11/6/24	Exsisting trustees

**Structure, Governance and Management**

The Charity is set up under the **CIO Foundation' model constitution** and was registered with the Charity Commission from 18 December 2013. It is an unincorporated organization.

Trustees are appointed for a term of 3 years. New trustees and re-appointees can be appointed at a meeting especially convened for the purpose and where a resolution is passed by existing trustees.

**Training for Trustees/Members**

Helen Hart has successfully completed a Makerton course level 1 and 2 and level 3 (signs and symbols for the deaf) All trustees are aware of compliance and guidance for community buildings keeping up to date with the changes to building risk assessment management. In addition, the Trustees and committee members have been provided with written and verbal guidance on all policies and Health and Safety and Fire Risks legislation.

Safeguarding processes and policies are reviewed and refreshed annually

First Aid training will be organised for members and volunteers in 25/26 financial year.

Trustees are asked to sign a declaration to the effect that they are fully aware of the legal obligations and responsibilities of being a trustee. All trustees and those

considering becoming a trustee should be fully aware of the Governance policies and procedure, the Constitution and should have accessed the information on the Charity Commission website. The secretary/advisor keeps up to date with charity legislation using the Charity Commission website and Charity Commission updates.

<https://www.gov.uk/guidance/>

## **Financial Review 2024-25**

### **RESERVES POLICY 2023/2024**

A fund will be held in reserve to cover 6 months running costs for Coundon and Leeholme Community Centre, a contingency fund for major building work, withdrawal of hire and emergency closure will be added.

The fund for 2025/26 which can be subject to review at any time by the Trustees has been agreed as follows:

6 months forecast running costs = £9000

Contingency for major repairs = £10000

Contingency for withdrawal of hire =£4000

Contingency for emergency closure -£4000

**Total £27000**

### **RESTRICTED FUNDS POLICY (designated funds)**

Restricted funds are those which have been granted by funders for a specific purpose plus those which have been earned/allocated by the association for the sustainability of a project. Receipts and expenditure are included in the main accounts however sub accounts will also be kept for project restricted funds.

These restricted funds will not be available towards the running costs and upkeep of the hall unless authorized by the funder or trustees

Records will separate restricted funds from the hall maintenance funds showing clearly what money is available in these accounts.

At the end of March 2023, the Accounts show the following: (rounded to nearest £)

Fund	Amount	Last year
Total Funds Held by Coundon and Leeholme Community Association as at 31/3/25	£46054	£42704
Restricted or Designated Funds total	£5532	5530

Breakdown of Designated Funds:		
Coundon and Leeholme Craft Club	£3803	£2042
Coundon and Leeholme Tea Dancers	£0	£3015
Coundon and Leeholme Playgroup	<b>£1729</b>	£13
<b>Remaining Hall Maintenance Fund</b>	<b>£40522</b>	£37174

### **PUBLIC BENEFIT STATEMENT:**

The Charity Trustees have complied fully with their duty to have due regard to the guidance on public benefit, published by the Charity Commission, in exercising their powers of duties.

### **Objects**

To establish and run a community building and to promote for the benefit of the inhabitants of Coundon and Leeholme and the surrounding area without distinction of sex sexual orientation, age, disability , nationality race or political religious or any other opinions, the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disablement or financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants

### **Main Activities (as of 31 March 2024)**

Our main activities for the public benefit are aimed at the very young, families and the older members of the community. They aim to provide affordable social opportunities and leisure activities in the neighbourhood with the main aim of relieving social isolation by offering volunteer opportunities and a wide variety of activities to people of all ages.

- Mother and toddler groups 15 adults 30 children
- Golden Hearts limited mobility exercise 20 adults
- Craft Club 30 adults
- Open Circle for mediums 25 adults
- Tea Dance 50 adults
- Family fun days 60 adults 60 children
- Stars Community Learning 10 children 7 adults
- Little Movers 15 children and carers
- Move Durham exercise classes 30 adults
- Dance Classes 10 children
- Indoor Bowls 6 adults

## **Partnerships**

The trustees are continually seeking new partners to increase the diversity of activities we offer.

Among the new partnerships we have built are

- Northern Hartlands
- Well Being for Life
- DCC Community Building Support Team: Support Officer
- Durham Community Aid and learning network.
- Beamish Museum Community Team
- Local Durham County Councillor
- AAP Team Shildon and Bishop Auckland
- DCC Electoral Services – Use of a polling Station.
- County Durham and Darlington Fire Service
- Sainsbury's Local)
- Tesco Newton Aycliffe
- Police and Community team
- Coundon Primary School and St Josephs primary school
- Carole W Productions live theatre
- ATOMS Education
- Fundraise and recycle
- STARS community learning
- WEA adult learning within reach
- Durham Digital Services

## **Hall Hire:**

The total revenue from hall hire in 2024/25 (including hire charge to sub activity accounts of £3316) was £12366 an increase of £1591 on the previous year. The hire gained is mainly through sponsored exercise classes.

## **Fund Raising and Donations and Grants**

Fund raising in the form of one-off events raised a net total of £3175 an increase of £1581 on previous years. It is recommended that the management team continues with a regular programme of fund raising events  
 £1331 was received from sales and donations a slight decrease of £40 compared with the previous year The earnings came mostly from a bric a brac and second hand clothes shop and the clothes bank partnership with Fundraise and Recycle

### **Improving the Condition of the building**

The trustees have completed their 5 year program to improve the fabric of the building following asset transfer. All maintenance issues and compliance checks are up to date and the building has been passed as fully compliant with public building regulations and health and safety law by an independent assessor from Durham County Council.

We received funding from the Digital UK SP fund to set up the building as an IT hub which gave us a much needed WFI installation , website design as well as Laptops and printer We also received funding from the UK fund to enhance facilities in the hall which includes an outside seating area and a projector and screen

### **Volunteers/Management Team**

Services delivered by Coundon and Leeholme Community Association including the trustees management and administration of the building and charitable organization are entirely carried out by volunteers. We employ a part time paid cleaner

There are 15 regular volunteers including the management team and 5 trustees.

### **Future Developments**

Our focus in the 25/26 reporting year will be to sustain our current activities and to support additional children and family activities for those living in the village and surrounding areas. We will also seek further opportunities in partnerships and with hirers to bring more people out of isolation into our groups . We hope to operate as a digital hub and training facility engaging partner organisation in improving the skills of those who are left behind in the fast changing IT developments

We now have a secure outside space for the children to enjoy which will be further developed.

We will continue to promote the hire of our hall to increase revenue and the diversity of the activities we offer.

Succession planning will be a focus of all our activities in the future. We aim to encourage young volunteers who have used the hall as children to become volunteers and members of our management committee.

We have not identified any further need for improvements to the building but are mindful of the need to maintain it to a high standard for our users.

Where revenue cannot be sufficient through hire to maintain the organisation we will continue with fundraising events.

## **Budget Forecasting for 2023-24**

### **Income Forecast**

Hire of Hall £10000

Clubs/ activities / fundraising £ 12000

Sales and donations £2000

Total 24000

### **Expenditure forecast:**

Running costs £15000

Events and clubs £5000

Capital costs £5000

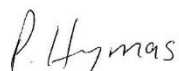
It is estimated that our end of year balance will be £45000 ( not taking into account emergency repairs and unexpected capital costs)

### **Verification and Acceptance of Report**

**This report has been accepted and verified by 2 trustees. All trustees have been sent a copy.**

**Signed:**

**Trustee 30/6/25**



**Signed:**

**Trustee 30/6/25**

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
COUNDON AND LEEHOLME Community Association

No (if any)  
1155072

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-24

To

Period end date  
31-Mar-25

### Section A Receipts and payments



	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Restricted Fund		37,212	-	37,212	-
Hall Hire	9,050	-	-	9,050	6,755
Fund Raising Events	7,152	-	-	7,152	3,238
sales	762	-	-	762	966
donations	569	-	-	569	405
Clubs and Groups	5,227	-	-	5,227	9,921
ogther	48	-	-	48	18
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>22,808</b>	<b>37,212</b>	<b>-</b>	<b>60,020</b>	<b>21,303</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>22,808</b>	<b>37,212</b>	<b>-</b>	<b>60,020</b>	<b>21,303</b>
<b>A3 Payments</b>					
restricted funds	-	37,212	-	37,212	500
Wages	4,027	-	-	4,027	5,418
insurances and Licences	817	-	-	817	744
Building checks	1,633	-	-	1,633	1,806
general Running Costs	2,996	-	-	2,996	5,009
Clubs and groups	4,660	-	-	4,660	5,775
utilities	3,588	-	-	3,588	3,480
capital Expendirure	1,737	-	-	1,737	-
	-	-	-	-	-
<b>Sub total</b>	<b>19,458</b>	<b>37,212</b>	<b>-</b>	<b>56,670</b>	<b>22,732</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>19,458</b>	<b>37,212</b>	<b>-</b>	<b>56,670</b>	<b>22,732</b>
<b>Net of receipts/(payments)</b>	<b>3,350</b>	<b>-</b>	<b>-</b>	<b>3,350</b>	<b>- 1,429</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>42,704</b>	<b>-</b>	<b>-</b>	<b>42,704</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>46,054</b>	<b>-</b>	<b>-</b>	<b>46,054</b>	<b>- 1,429</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Accounts	44,136	-	-
	Cash in hand	1,918	-	-
		-	-	-
	<b>Total cash funds</b>	<b>46,054</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

 	Print Name	Date of approval
	Pam Hymas	30/06/2025
	Pat Clarey	<b>30/06/2025</b>

## **Independent examiner's report to the charity trustees of 'Coundon and Leeholme Trust**

I report on the accounts of the Trust for the year ended 31 March 2025 which are set out on pages 1 to 2.

### **Respective responsibilities of charity trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (. It is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

### **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

Name: Christine Bates

Relevant professional qualification or body: retired Finance Officer DWP

Address: 107 ETHERLEY LANE BISHOP AUCKLAND DL146UQ5

3 August 2025